

# COA Procedures Manual

October 23, 2009

## Overview of this Report

This agenda item continues the Committee's discussion begun at the August 2009 Committee meeting aimed at updating its current Procedures Manual. The COA Procedures Manual was adopted in July 2000 and is in need of revision to better reflect the revised accreditation system and current Committee operations.

## Staff Recommendation

This is an information item. After COA discussion, additional suggestions for possible changes would be incorporated into the next draft iteration of the Procedures Manual and brought back to the Committee for either action or further discussion.

## Background to this Report

The Committee on Accreditation has developed a Procedures Manual to govern its activities. The Manual was last revised in June 2000. Since this last revision, the Commission's accreditation system has undergone significant revision. While many parts of the current Procedures Manual accurately reflect how the COA operates, many aspects of the new system and the changed role of the COA are not reflected in the current Procedures Manual.

As described in the August 2009 Committee agenda item, the Commission staff has reviewed the current Procedures Manual with the following in mind:

- 1) **The Commission's Current Policy Manual** – The existing procedures manual was modeled in large measure after the Commission's policy manual. Where appropriate, exact language was used in both the Commission's Policy Manual and the COA's Procedures Manual. The Commission adopted a new policy manual in December 2007. In proposing the changes included in this item, staff reviewed the existing Procedures Manual against the Commission's new Policy Manual and attempted to align them as closely as possible, where appropriate.
- 2) **Bagley-Keene Open Meeting Act** – Upon staff review it was determined that the Committee's existing Procedures Manual did not appropriately reflect the provisions of the Bagley Keene Open Meeting Act. Although the Committee has always operated consistent with the Act, the Commission staff is suggesting numerous changes to the Procedures Manual to ensure the document is also in alignment with the provisions of the Act.
- 3) **The Commission's revised Accreditation Framework.** Since the Commission has made significant revisions in policies with respect to the Committee on Accreditation, it is necessary that certain aspects of the Procedures Manual be revisited. For instance, the selection process and terms for the members of the Committee was changed in 2006. The selection of Committee members is now on an annual basis and the terms have changed to 4 year terms. These changes potentially impact the Procedures Manual in several important places and Committee discussion is

necessary to determine the manner in which those changes should be reflected in the Procedures Manual and routine operations of the Committee.

- 4) **The Activities of the 7 year Accreditation Cycle.** The revised accreditation system no longer relies solely on a site visit completed once every 6 years. The Committee now has responsibilities related to biennial reports, program assessment, site visits, and the evaluation of the accreditation system. These new components of the system and the manner in which COA operates with respect to these components should be reflected in the Procedures Manual.

### **Proposed Revisions**

To begin the discussion, staff provided COA with a first draft of proposed possible revisions to the Procedures Manual for discussion at its August 2009 meeting. The purpose of the proposed revisions was to determine where there may be consensus within the COA on changes and where further discussion is necessary. The COA made substantial progress in discussing and coming to consensus on a number of items at the August 2009 meeting. As a result, staff has “accepted” the proposed changes where there was agreement. This iteration, therefore, is meant to reflect the current state of COA discussion. Additional COA discussion is needed to confirm the additional proposed language, to identify areas not included in the manual that ought to be included, and to attempt to come to consensus on major issues that require further discussion.

### **Outstanding Major Issues Requiring Further Discussion**

Although significant discussion was had of major issues, some of those requiring further discussion and consensus include the following:

- 1) Distinction between “procedures”, “processes” and “procedural manual”. Committee members noted accurately during the discussion that often the term processes and procedures were interchanged throughout the document. Staff made a number of changes to address this issue, however, staff requests COA review of the proposed language to determine whether any of these terms are used inappropriately. Further, as staff considered additional changes, it noticed that issues related to Section 100 at times referred to the Procedural Manual and at other times procedures in general. Since not all procedures are included in a Procedures Manual staff thinks it is necessary to ensure that the intended word is used carefully in each provision.
- 2) Determination of when the new Co-Chairs would assume office. While there was strong consensus that the terms of office remain the same as currently for officers of the COA, there was significant discussion of when the newly elected Co-Chairs should assume office. Currently the 201 (c ) and (d) states:
  - (c) The election of the co-chairs will take place as the last item of business at the first Committee meeting of the year
  - (b) The newly elected co-chairs shall assume office at the next Committee meeting following their election.

The COA discussed the various benefits and challenges of assuming office at different points in time. Staff would like confirmation that COA is comfortable with the above stated provisions.

- 3) Manner in which a Co-Chair Pro-Tempore would be determined. Several options were discussed, such as the previous chair could be asked to assume the office, or the member with the most seniority could assume the duties.
- 4) Chapter 7. The COA had lengthy discussion about the processes involved in the regular business of COA meetings. Staff requests a careful review to determine whether staff captured all the concerns and issues identified by members at the August meeting.
- 5) Chapter 12 Conflict of Interest/Ethics. Staff requests that the Committee further discuss the language included in Section 1201 and 1202 that covers the recusal of a committee member from deliberations, submission of public comment by a member of the Committee, and use of external information.

After Committee discussion, staff will provide another iteration of the Procedures Manual for further discussion or action at the January 2010 COA meeting.

**CHAPTER 1**  
**PURPOSE OF THE PROCEDURES MANUAL**

<b>Section</b>	<b>Title</b>	<b>Page</b>
<b>100</b>	<b>Purpose of the Procedures Manual; Limitations</b>	
<b>101</b>	<b>How Procedures are Enacted</b>	
<b>102</b>	<b>Duration of Procedures</b>	
<b>103</b>	<b>Distribution and Availability of the Procedures Manual</b>	
<b>104</b>	<b>Process for Amendment of the Procedures Manual</b>	

## **CHAPTER 1**

### **PURPOSE OF THE PROCEDURES MANUAL**

#### ***SECTION***

#### ***100 PURPOSE OF THE PROCEDURES MANUAL; LIMITATIONS***

This Procedures Manual is intended to set forth all procedures considered internal to conduct the meetings and business of the Committee that have been adopted by the Committee on Accreditation (COA) for the implementation of *The Accreditation Framework*. The Manual also includes procedures established by the Committee for the management and operation of the work of the Committee. All procedures of the COA are adopted within the policies approved by the Commission on Teacher Credentialing and are enacted in accordance with the Education Code and Administrative Procedures Act of California.

#### ***101 HOW PROCEDURES ARE ENACTED, AMENDED, OR REPEALED***

Adoption, amendment, or repeal of any procedure (*should this be “provision to the Procedures Manual?”*) is accomplished by majority vote or by consensus or resolution of the Committee. Procedures may be enacted at any public meeting of the Committee..

#### ***102 DURATION OF PROCEDURES***

A Procedure enacted by the Committee remains in full force and effect until repealed, amended or accomplished. A procedure may be repealed by its own terms or a date certain or upon happening of a special event.

#### ***103 DISTRIBUTION AND AVAILABILITY OF THE PROCEDURES MANUAL***

The Committee’s adopted Procedures Manual shall be made available at all times to all interested parties on the Commission’s website. Each new member of the Committee shall be provided an electronic copy of the Manual or its website address prior to his or her first official meeting. A copy shall be available to the Committee Co-Chairs and members upon request during Committee meetings.

**CHAPTER 2**  
**ORGANIZATION OF THE COMMITTEE**

<b>Section</b>	<b>Title</b>	<b>Page</b>
<b>200</b>	<b>Officers of the Committee, Duties</b>	
<b>201</b>	<b>Procedures for the Election of Officers</b>	
<b>202</b>	<b>Terms, Term Limits</b>	
<b>203</b>	<b>Officer Vacancy</b>	
<b>204</b>	<b>Pro -Tempore</b>	

## **CHAPTER 2**

### **ORGANIZATION OF THE COMMITTEE**

#### *SECTION*

#### *200 OFFICERS OF THE COMMITTEE, DUTIES*

The Committee shall have co-chairs. The co-chairs shall represent K-12 public education and higher education. The co-chairs are to direct meetings of the Committee, approve the draft agendas for the meetings, speak for and provide communication on behalf of the Committee, and work directly with the Administrator of Accreditation in between meetings of the Committee. The co-chairs are to represent the Committee at Commission meetings, as appropriate.

#### *201 PROCEDURE FOR THE ELECTION OF OFFICERS*

- (a) The nominations for co-chairs are to be made at a regularly scheduled meeting of the COA and the election should occur at the last Committee meeting of the year. Nominations will remain open until the first Committee meeting of the next year.
- (b) Nominations shall be made in open session. If a member of the Committee plans to make a nomination, it is his/her responsibility to procure the consent of the individual being nominated.
- (c) The Administrator of Accreditation will conduct the session for nominations and the annual election of co-chairs. The election of the co-chairs will take place as the last item of business at the first Committee meeting of the year
- (d) The newly elected co-chairs shall assume office at the next Committee meeting following their election.

#### *202 TERMS, TERM LIMITS*

No member of the Committee shall be elected to the office of co-chair of the Committee for more than two one-year terms (should this provision be changed and if so, in what manner?).

#### *203 OFFICER VACANCY*

In the event of vacancy in the office of co-chair, a successor may be elected to hold office for the unexpired term.

204 *PRO-TEMPORE*

In the case that both co-chairs are absent from a meeting, the Committee shall elect a Chair Pro Tempore for the meeting. (Should the Chair be allowed to appoint a Chair Pro Tempore under any circumstances?)

**CHAPTER 3**  
**ROLES AND RESPONSIBILITIES OF THE COMMITTEE**

<b>Section</b>	<b>Title</b>	<b>Page</b>
<b>300</b>	<b>Roles of the Committee</b>	
<b>301</b>	<b>Comparability of Standards</b>	
<b>302</b>	<b>Initial Program Approval</b>	
<b>303</b>	<b>Continuing Accreditation Decisions</b>	
<b>304</b>	<b>Accreditation Procedures</b>	
<b>305</b>	<b>Monitor the Accreditation System</b>	
<b>306</b>	<b>Communicate with and Reporting to the Commission</b>	
<b>307</b>	<b>Evaluation of Accreditation Policies and Practices</b>	
<b>308</b>	<b>Conduct Business in an Open, Transparent Manner</b>	

## **CHAPTER 3**

### **ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS**

#### **SECTION**

#### **300 ROLES AND RESPONSIBILITIES OF THE COMMITTEE ON ACCREDITATION**

Pursuant to Section 2 of the *Accreditation Framework*, the Committee has numerous functions for which it is responsible. They include the following: 1) Comparability of Standards; 2) Initial Approval of Programs; 3) Continuing Accreditation Decisions; 4) Accreditation Procedures; 5) Monitor the Accreditation System; 6) Communication with and Report to the Commission; 7) Evaluation of Accreditation Policies and Practices; and 8) Conduct Business in an Open Transparent Manner.

#### **301 COMPARABILITY OF STANDARDS**

The Accreditation Framework delegates the determination of whether standards submitted by institutions/program sponsors under Option 2 (National or Professional Program Standards) or Option 3 (Experimental Program Standards) provide a level of program quality comparable to standards adopted by the Commission under Option 1 (California Program Standards)

In carrying out this provision of the *Accreditation Framework*, the Committee will work closely with the Administrator of Accreditation and Commission staff to determine the expertise necessary to establish comparability. To the extent possible, the Committee will use experts in the field to advise and determine the comparability of standards. The Committee will ensure that members of the public and interested parties are provided an opportunity to comment upon the comparability findings prior to action by the Committee.

#### **302 INITIAL APPROVAL OF PROGRAMS**

The *Accreditation Framework* specifies that the Committee on Accreditation is responsible for reviewing proposals for the initial accreditation of programs submitted by institutions/program sponsors that have been determined to be eligible by the Commission.

In carrying out this provision of the *Framework*, the Committee on Accreditation, working closely with the Administrator of Accreditation and members of review teams, will abide by all applicable Education Code sections as well as adopted processes.

#### **303 CONTINUING ACCREDITATION DECISIONS**

The *Accreditation Framework* specifies that the Commission make decisions about the continuing accreditation of educator preparation institutions/program sponsors and programs, consistent with Section 6 of the *Framework*.

In carrying out this provision of the Framework, the Committee on Accreditation, working closely with the Administrator of Accreditation and members of review teams, will abide by all applicable Education Code sections as well as adopted processes.

304     *ACCREDITATION PROCEDURES*

The *Accreditation Framework* specifies that the Committee recommends appropriate guidelines for reports as well as other accreditation materials and exhibits to be prepared by institutions/program sponsors.

In carrying out this provision of the *Framework*, the Committee adopts and periodically updates the *Accreditation Handbook*. The Committee may delegate responsibility for developing and revising the *Accreditation Handbook* to the Administrator of Accreditation. The Committee periodically reviews the content of the *Handbook* to ensure it provides appropriate guidance to institutions. The Committee ensures that a current version of the *Handbook* is available to all interested parties via the Commission's website. A review of appropriate sections of the *Handbook* should be reviewed after any major changes to accreditation policies or procedures to ensure appropriate and timely information to institutions. The Committee works closely with the Administrator of Accreditation to develop and implement any additional materials beyond the *Handbook* that may be used by programs sponsors in accreditation or BIR members in their review of the institutions.

305     *MONITOR THE ACCREDITATION SYSTEM*

The *Accreditation Framework* specifies that the Committee monitor the performance of accreditation teams and oversees activities associated with the accreditation system.

In carrying out this provision of the *Accreditation Framework*, the Committee will work closely with the Administrator of Accreditation to ensure that the Committee is provided with a progress report on all major aspects of the accreditation system periodically at regularly scheduled Committee meetings.

In addition, all regularly scheduled meetings at which accreditation decisions are made will include an agenda item that allows the Committee to "debrief" at the conclusion of the meeting. These discussion items will allow the Committee the opportunity to assess the efficacy of various processes, policies, and procedures. Follow up on these items can occur, as needed, at subsequent Committee meetings.

306     *COMMUNICATION WITH AND REPORTING TO THE COMMISSION*

The Accreditation Framework specifies that the Committee provide updates on accreditation decisions, activities, implementation matters or other items on an "as needed" basis to ensure the Commission is kept well apprised of the effectiveness of its accreditation policies and procedures. In addition, Education Code requires the Committee to submit an annual report to the Commission on accreditation activities.

In carrying out this provision of the Accreditation Framework, at a minimum, the Committee Co-Chairs will present the Committee's Annual Accreditation Report to the Commission at the appropriate Commission meeting. In addition, the Administrator of Accreditation may provide periodic updates to the Commission on matters related to the Committee and to accreditation, when appropriate. The Committee Co-Chairs can submit a request to the Executive Director of the Commission to address the Commission on matters related to accreditation when deemed appropriate.

307 *EVALUATION OF ACCREDITATION POLICIES AND PRACTICES*

The Committee shares responsibility with the Commission for the on-going evaluation and monitoring of the effectiveness of the accreditation system. The Committee will complete these duties consistent with Section 8 of the Accreditation Framework.

In carrying out this provision of the *Accreditation Framework*, the Committee will work closely with the Administrator of Accreditation and the Commission staff to develop and implement a comprehensive evaluation process for the accreditation system. The Committee will ensure that the system takes into consideration the three major components of the accreditation system biennial report process, program assessment, and site visits; as well as all the structure supporting the system such as BIR membership and training, efficacy of the report structure, technical assistance needs, and other similar structures. The Committee will include periodic discussions and reports on the evaluation of the system at its regularly scheduled meetings.

308 *CONDUCT BUSINESS IN AN OPEN, TRANSPARENT MANNER*

All meetings of the Committee on Accreditation shall be held in accordance with the provisions of the Bagley-Keene Open Meeting Act (Cal. Gov. Code 11120 et. Seq.). Further, the Committee strives to ensure that all activities of the accreditation system are conducted in the spirit of transparency. Extensive use of the Commission's website, audio and video broadcasts of the Committee meetings, when possible, and other means will be employed to ensure widespread access to the actions of the Committee.

## CHAPTER 4

### EXERCISE OF COMMITTEE POWERS

Section	Title	Page
400	Committee to Act as a Whole	
401	Public Meetings	
402	Schedule of Meetings	
403	Schedule of Meetings	
404	Attendance, Absences, Declaration of Vacancy	
405	Filling a Vacancy	

## **CHAPTER 4**

### **EXERCISE OF COMMITTEE POWERS**

#### *SECTION*

#### *400 COMMITTEE TO ACT AS A WHOLE*

The Committee, as a whole, shall adopt and promulgate procedures related to the implementation of *The Accreditation Framework*. The Committee shall serve as the sole entity established by law to implement all accreditation activities related to public education preparation, except those reserved for the Commission as stipulated in *The Accreditation Framework*.

#### *401 PUBLIC MEETINGS*

All meetings of the Committee on Accreditation shall be held in accordance with the provisions of the Bagley-Keene Open Meeting Act (Cal. Gov. Code 11120 et. Seq.).

#### *402 TERMINATION OF A QUORUM*

A quorum of the Committee shall be a majority of the total number of members established pursuant to Education Code section 44373 (a).

#### *403 SCHEDULE OF MEETINGS*

The schedule of regular meetings for the Committee shall be established at the first Committee meeting following the Commission's adoption of its meeting schedule for the subsequent calendar year. The *Administrator of Accreditation* shall make a recommendation to the Committee regarding the Committee schedule and after consideration of that recommendation; the Committee will act to adopt a regular meeting schedule. The regular meetings shall be held primarily in Sacramento, but may be held any place in California, when deemed appropriate by the Administrator of Accreditation and the co-chairs.

#### *404 ATTENDANCE, ABSENCES; DECLARATION OF VACANCY*

It is expected that Committee members will make every effort to attend all regular and special meetings.

A committee member's position shall be declared vacant by the Commission upon absence without sufficient cause from three consecutive Committee meetings.

Sufficient cause is to be interpreted as an illness or injury to a Committee member or a member of his or her immediate family. An act of God (natural, state, or national disasters), which prevents a Committee member from attending a scheduled meeting may also be considered sufficient cause. Failure to attend due to a conflict with other scheduled meetings, or for social or personal reasons, will not be considered sufficient cause.

In the case of a two day meeting, attendance at the meeting for one of the two days will be considered “in attendance” at the meeting for the purpose of determining whether an individual has missed three consecutive Committee meetings.

Upon the occasion of a Committee member accruing three consecutive absences without sufficient cause, the co-chairs of the Committee shall notify the Chair of the Commission and the Executive Director of the Commission that a vacancy has been established by virtue of three consecutive absences. The Chair of the Commission and the Executive Director shall then formally inform the Committee member that he or she can no longer serve on the Committee.

#### 405 *FILLING A VACANCY*

Upon the declaration of a vacancy due to resignation or an individual accruing three consecutive absences, the Executive Director may appoint an individual from the Alternate pool to serve on the Committee. The Executive Director will appoint the new member giving consideration to ensuring the balance between K-12 and higher education on the Committee.

In addition, to the extent possible, the Executive Director will also take into consideration the provisions of the *Accreditation Framework* designed to ensure that a variety of professional perspectives is considered in accreditation related decisions. These include consideration of:

- representation of private and public institutions of higher education,
- the inclusion of certificated administrators, teachers and at least one member involved in a professional educator preparation program;
- the inclusion of administrators and faculty members in postsecondary who are involved in professional educator preparation programs; and
- balance according to ethnicity, gender, geographic regions and across credentials awarded by the Commission.

The individual appointed from the Alternate pool shall assume his or her role on the Committee at the next meeting of the Committee.

**CHAPTER 5**  
**RULES OF ORDER**

<b>Section</b>	<b>Title</b>	<b>Page</b>
<b>500</b>	<b>Rules Governing Committee Meetings</b>	
<b>501</b>	<b>Adoption of Special Rules of Order</b>	
<b>502</b>	<b>Votes of Committee Members</b>	
<b>503</b>	<b>Rules For Making Motions</b>	

## **CHAPTER 5 RULES OF ORDER**

### ***ROBERT'S RULES WILL SERVE AS A GUIDE FOR THE DELIBERATIONS OF THE COMMITTEE AND ACTIONS***

#### ***SECTION***

#### ***500 RULES GOVERNING COMMITTEE MEETINGS***

The rules contained in the latest edition of “Robert’s Rules of Order” shall guide the Committee, except that they shall not take precedence over state laws and regulations (e.g. the Bagley-Keene Act (Government Code section 11120 et. seq.)), or any Special Rules of Order as adopted by the COA. The provisions of Bagley-Keene relating to the conduct of a public meeting are incorporated by reference.

#### ***501 ADOPTION OF SPECIAL RULES OF ORDER***

Special Rules of Order may be proposed by any member of the Committee, by the staff, or as part of Committee action regarding an agenda item. Special Rules of Order on a procedure of the Committee shall become effective when, by affirmative vote of a majority of the voting members, the Committee shall adopt them. They can be amended or abolished by an affirmative vote of a majority of the members present.

#### ***502 VOTES OF COMMITTEE MEMBERS***

Each member of the Committee shall be entitled to one vote, such vote to be cast only in person and only at a regular or specially called meeting of the Committee. Whenever a member of the Committee requests a roll-call vote, the names of the members present shall be called and their votes shall be recorded by the recording secretary.

#### ***503 RULES FOR MAKING MOTIONS***

For general purposes, the Committee will conduct its meeting in an open and consensus building manner. The co-chairs will recognize members of the Committee for discussion and decision-making purposes. All members will be provided equal opportunity to express their thoughts and opinions.

(Suggest—put on a page for members during the meeting but do not put in the procedures manual--)

Robert’s Rules of Order are to be followed as indicated below.

- Main Motion

A main motion brings business before the Committee and may be made only when no other motion is pending and requires a second. A main motion ranks lowest in the order of precedence of motions. If a main motion is adopted, it becomes the officially recorded statement of the Committee. Therefore, a motion should be worded in a concise, unambiguous, and complete form as possible. The maker of the motion may be asked to restate the motion or present the motion in writing for the recording secretary. A member wishing to make a motion states that “I wish to move...” or “I move...”

- **Subsidiary Motions**

A main motion brought before the Committee may be “postponed indefinitely.” This motion requires a second and a majority vote of the members present.

- **Moving to Amend**

If a main motion might be acceptable in a more suitable or altered form, a proposal to change or amend the motion before the main motion is acted on can be introduced by moving to “amend.” Amending requires a second and passes with a majority vote of the members present. It then requires a second majority vote on the main motion as amended.

- **Moving to Substitute**

If a member wishes to amend the main motion by substituting a paragraph, section, or the full main motion, they may do so by moving to substitute. A move to substitute for a main motion is a primary amendment and can be moved only when no other amendment is pending. This motion requires a second and majority vote of the members present.

- **To Commit or Refer**

If extensive time is necessary to consider a main motion, the co-chair may commit the motion to study by sub-committee appointed by the co-chairs. Agreement by a majority of the members in attendance is necessary. Action by the co-chair is to “commit” or “refer.”

- **To Postpone**

If the Committee prefers to consider a main motion later in the same meeting or at another meeting, this can be accomplished by moving to postpone to a specific time, or simply to postpone.

- **Calling the Question**

If a member of the Committee desires to close the discussion or debate on a motion or an amendment to the pending motion so that it will come to an immediate vote, this can be done by moving the previous question or calling the question. This may be done on any proposed amendment, the main motion, or the amended main motion. All such actions require a second and a two-thirds majority vote of the members in attendance.

- **Lay on the Table**

If there is reason for the Committee to lay the main motion aside temporarily without setting a time for resuming the discussion, but with the provision that it can be taken up again whenever a majority so decides, this can be proposed by the motion to “lay on the table.” This motion requires a second and a majority vote to take such action.

## CHAPTER 6

### AGENDA OF THE COMMITTEE

Section	Title	Page
600	Agenda for Committee Meetings	
601	Definitions of Agenda Items	
602	Form of Agenda Items	
603	Submission of Agenda Items	
604	Copies of the Agenda for Public	
605	Agenda Cover Page	

## CHAPTER 6 AGENDA OF THE COMMITTEE

### SECTION

#### 600      *AGENDA FOR COMMITTEE MEETINGS*

- (a)    The agenda for each meeting shall be prepared by the Administrator of Accreditation at the direction of the co-chairs, except that either of the co-chairs may prepare an agenda item for extraordinary circumstances.
- (b)    The agenda for each meeting will be posted on the Commission's webpage at least 10 days prior to the Committee meeting, pursuant to the Bagley-Keene Open Meeting Act.
- (c)    The agenda and related materials for each regular meeting shall be mailed or provided electronically to each **member** of the Committee no later than seven (7) calendar days before the regular meeting.

#### 601      *DEFINITIONS OF AGENDA ITEMS*

An agenda item is a written proposal for consideration and possible action by the Committee and is intended to enact procedures for the Committee or to formally execute the right and responsibilities of the Committee as provided in *The Accreditation Framework*.

#### 602      *FORM OF AGENDA ITEMS*

Agenda items will take the following forms:

- (a)    items calling for immediate action of the Committee; and
- (b)    items providing information for consideration and discussion by the Committee for possible future action.
- (c)    Separate from the agenda, members of the Committee or consultant staff may also circulate reports, documents, and other informative materials on topics of interest, but not relating directly to issues or items appearing in the Committee's agenda.

#### 603      *SUBMISSION OF AGENDA ITEMS*

Items for the Committee agenda may be submitted only by Commission staff and members of the Committee after consultation with the co-chairs and the Administrator of Accreditation. The organization and production of the agenda is a responsibility of the Administrator of Accreditation in consultation with the co-chairs.

*604 COPIES OF THE AGENDA FOR PUBLIC*

Copies of the Committee agenda will be available to all members of the public on the Commission's webpage 10 days prior to the Committee meeting.

*605 AGENDA COVER PAGE*

The cover page of the agenda shall include a recommendation of file designation and indicate if it is an "Action," "Information" item.

## **CHAPTER 7**

## PRESENTATIONS TO THE COA

<b>Section</b>	<b>Title</b>	<b>Page</b>
<b>700</b>	<b>Presentations to the Committee</b>	
<b>701</b>	<b>Oral Presentations to the Committee</b>	
<b>702</b>	<b>Invited Presentations</b>	
<b>703</b>	<b>Time for Open Discussion from the Audience</b>	
<b>704</b>	<b>Order of Presentation of Regular Agenda Items</b>	
<b>705</b>	<b>Order of Presentation for Accreditation Team Reports</b>	

## **CHAPTER 7**

### **PRESENTATIONS TO THE COA**

#### ***SECTION***

#### ***700 PRESENTATIONS TO THE COMMITTEE***

Written statements to the Committee shall be submitted to the Administrator of Accreditation and presented initially by the Administrator of Accreditation, Commission staff, or one of the co-chairs.

#### ***701 ORAL PRESENTATIONS TO THE COMMITTEE***

Persons wishing to make an oral presentation to the Committee shall abide by the following procedures.

- (a) Individuals wishing to make oral comments on any specific item listed in the agenda may do so if they complete and submit an agenda comment form to the Administrator of Accreditation. A written or electronic agenda comment form may be submitted at any time before or during the meeting.
- (b) The written request shall include the name of the person requesting to speak, the name of the organization or group represented, and the relevant agenda item number or title.
- (c) The proposed speaker may speak only when recognized by the presiding co-chair.
- (d) When deemed necessary by the co-chairs, the co-chairs may choose to place time limitations on public comment.

#### ***702 INVITED PRESENTATIONS***

When appropriate, the COA co-chairs and/or Administrator of Accreditation may, in their development of the agenda, determine the need to invite presentations from particular individuals on topics related to the work of the Committee. Invited presentations must be included on the written agenda the co-chairs. Such invited presentations will normally be listed as time certain agenda items.

#### ***703 TIME FOR OPEN DISCUSSION FROM THE AUDIENCE***

Time will be provided at each Committee meetings for formal presentation and general comments by members of the audience. Individuals wishing to make presentations during this public comment period must complete and submit an agenda comment form

to the *Administrator of Accreditation*. A written or electronic agenda comment form may be submitted at any time prior to or during the meeting. Individuals must indicate their name, their affiliation if they are speaking on behalf of an organization or institution, the topic to be discussed, and provide copies of any materials they wish to distribute to the Committee.

#### 704            *ORDER OF PRESENTATION OF REGULAR AGENDA ITEMS*

All regular agenda items shall be presented in the following manner unless otherwise directed by the co-chair with the concurrence of the Committee.

- The agenda item will be announced by the co-chair, noting whether it is an information or action item, and the principal author will be invited to speak to the item.
- The principal author will first introduce any invited guests or co-presenters to the Committee.
- The principal author will present an overview of the agenda item, highlighting elements of the item for Committee consideration.
- Any guests or co-presenters will be invited to speak next.
- The co-chair will then open the floor for committee member questions and comments, calling upon staff or guests to respond as appropriate.
- At the end of committee member questions or comments, the co-chair will call members of the public who have filed comment forms to the table for their remarks.
- The co-chair will close the public comment period and open the floor to committee members for additional questions, comments, or motions.

Pursuant to state law, all votes of the COA must be public. Voice votes or roll call votes are standard procedure.

705     *ORDER OF PRESENTATION FOR ACCREDITATION TEAM REPORTS*

1. The agenda item is announced by the Chair of the Committee.
2. If any COA member must recuse himself/herself, he/she should note this for the record and sit away from the meeting table.
3. The Chair then acknowledges the responsible consultant and invites him/her to present the item.
4. The responsible consultant introduces the team leader, who is seated next to the consultant at the meeting table, and introduces the institutional representative(s) who is/are seated at the meeting table.
5. The responsible consultant presents an overview of the team visit, for the Committee, and highlights elements of it as warranted.
6. The team leader then presents the team's recommendations and makes other relevant comments to support the team's written recommendation.
7. The Chair then invites the institutional representative to make comments about the visit. The institutional representative is reminded that this is not a time to re-argue the team report. These comments should be brief.
8. The Chair then opens the floor to committee member questions of the consultant, the team leader, or, if appropriate, the institutional representative.
9. Once committee members have asked their questions, the Chair will indicate if there are public member requests to speak. If there are, speakers will be allotted an amount of time to speak not to exceed ten minutes for all comments, based on the judgment of the Chair.
10. The Chair will close the public comment period and open the floor for motions or additional questions from Committee members.
11. If a motion is made and seconded, a voice vote will be held. Any member may call for a show of hands (division of the house) as a right of personal privilege.
12. The Chair will announce the outcome of the vote, for the record.

## CHAPTER 8

### MINUTES OF COMMITTEE ACTIONS

Section	Title	Page
800	Approval of Minutes at Each Committee Meeting	
801	Public Record and Custody of Official Minutes	
802	Member's Challenge of Minutes	
803	Inclusion of Materials Presented or Discussed	
804	Inclusion of Remarks on Voting Position	

## **CHAPTER 8**

### **MINUTES OF COMMITTEE ACTIONS**

#### ***SECTION***

#### ***800 APPROVAL OF MINUTES AT EACH COMMITTEE MEETING***

Unofficial minutes for each COA meeting shall be prepared by the Administrator of Accreditation. The COA minutes will remain unofficial until the COA reviews, corrects where needed, and approves the minutes of the previous meeting. Approval of the minutes, after correction, shall be the next item of the agenda following the call to order and roll call of each regular meeting.

#### ***801 PUBLIC RECORD AND CUSTODY OF OFFICIAL MINUTES***

Official minutes of the COA are a public record and shall be kept in the custody of the Administrator of Accreditation and the secretary to the COA.

#### ***802 MEMBER'S CHALLENGE OF MINUTES***

Any member may challenge the accuracy of factual aspects of the COA minutes at the time the presiding co-chair solicits corrections, including additions or omissions, prior to approval as official minutes. Questions of accuracy will be resolved by reference to recordings of the meetings, if necessary.

#### ***803 INCLUSION OF MATERIALS PRESENTED OR DISCUSSED***

A member may request inclusion in the minutes of materials presented and discussed at a COA meeting. Such materials are to be submitted in writing and will be entered as addenda to the minutes.

#### ***804 INCLUSION OF REMARKS ON VOTING POSITION***

Any member may request the inclusion in the minutes of personal remarks or a voting position, provided such a request is made at the time of the statements or vote and such remarks or votes are germane to the issue at hand.

## **CHAPTER 9**

### **TRAVEL OF COMMITTEE MEMBERS**

<b>Section</b>	<b>Title</b>	<b>Page</b>
<b>900</b>	<b>Authorization to Incur Travel Expenses by Committee Members</b>	
<b>901</b>	<b>Advance Approval for Travel and Per Diem</b>	
<b>902</b>	<b>Authorization Contingent Upon Following Commission Established Procedures</b>	

## CHAPTER 9

### TRAVEL OF COMMITTEE MEMBERS

#### ***SECTION***

##### ***900 AUTHORIZATION TO INCUR TRAVEL EXPENSES BY COMMITTEE MEMBERS***

Expenses of Committee members involved in attendance at regular or specially called meetings will be reimbursed in accordance with General Services Regulations and Provisions upon submission of appropriate, signed claims. All other travel by Committee members must be approved in advance by one of the co-chairs and the Administrator of Accreditation to qualify for reimbursement.

##### ***901 ADVANCE APPROVAL FOR TRAVEL AND PER DIEM***

Advance approval is not required for regular or specially called meetings of the Committee. Advance approval is required for special meetings with professional organizations, participation in meetings as a representative of the Committee, special meetings with staff or attendance at legislative hearings, or meetings with the Commission.

##### ***902 AUTHORIZATION CONTINGENT UPON FOLLOWING COMMISSION ESTABLISHED PROCEDURES***

Committee members must follow all Commission-established procedures for booking travel arrangements and for incurring travel expenses in association with carrying out Committee responsibilities. This includes use of Commission approved travel agencies or websites, limitations on meal and per diem expenses, and use of Commission approved hotels at the agreed upon lodging rates for Committee members. Approval of reimbursements will be contingent upon efforts made to comply with this provision.

## CHAPTER 10

### *SUBCOMMITTEES OF THE COMMITTEE*

<b>Section</b>	<b>Title</b>	<b>Page</b>
<b>1000</b>	<b>Creation of Subcommittees</b>	
<b>1001</b>	<b>Appointment of Members and Chairs of Subcommittees and Ad-Hoc Committees</b>	
<b>1002</b>	<b>Time and Place of Subcommittee and Ad-Hoc Committee Meetings</b>	
<b>1003</b>	<b>Effect of Subcommittee or Ad-Hoc Committee Recommendations</b>	

## **CHAPTER 10**

### **SUBCOMMITTEES OF THE COMMITTEE**

#### ***SECTION***

##### ***1000 CREATION OF SUBCOMMITTEES***

The COA may create a standing Subcommittee of the Committee to complete a specific and limited task or activity on behalf of the COA. The COA may also create an Ad-Hoc Committee to examine specified subjects. The Ad-Hoc Committee shall dissolve after reporting to the Committee.

##### ***1001 APPOINTMENT OF MEMBERS AND CHAIRS OF SUBCOMMITTEES AND AD-HOC COMMITTEES***

The appointment of COA members to serve on a Subcommittee or Ad-Hoc Committee of the COA will be by action of the co-chairs, who will also appoint a presiding chair for each Subcommittee or Ad-Hoc Committee.

##### ***1002 TIME AND PLACE OF SUBCOMMITTEE AND AD-HOC COMMITTEE MEETINGS***

All meetings of Subcommittees or Ad-Hoc Committees shall be open, public meetings with dates, times and places of the meetings to be announced at a regular COA meeting. All such meetings shall be scheduled at such times and places as may be convenient and necessary.

##### ***1003 EFFECT OF SUBCOMMITTEE OR AD-HOC COMMITTEE RECOMMENDATIONS***

All separate standing and ad hoc committee recommendations must be submitted and approved by action of the Committee.

**CHAPTER 11**  
**EXTERNAL RELATIONSHIPS**

<b>Section</b>	<b>Title</b>	<b>Page</b>
<b>1100</b>	<b>Active Relationships</b>	
<b>1101</b>	<b>Relations and Communication with the Media</b>	
<b>1102</b>	<b>Generation of Positive Publicity Through Dissemination Practices</b>	

## **CHAPTER 11**

### **EXTERNAL RELATIONS**

#### ***SECTION***

##### ***1100 ACTIVE RELATIONSHIPS***

The COA will maintain an active, open relationship with the Commission and other agencies and professional organizations which have an interest in the work of the COA and that are impacted by decisions of the COA. The co-chairs and Administrator of Accreditation shall represent the COA to such organizations and groups except when other members or staff is designated to do so.

##### ***1101 RELATIONS AND COMMUNICATION WITH THE MEDIA***

The work of the Committee and actions taken at meetings may be disseminated to the media, as appropriate. Press releases and press announcements may be generated in accordance with the Commission's regular public relations procedures. The Administrator of Accreditation will work with those responsible for public relations within the Commission to issue statements and summaries of actions taken by the Committee and to determine when those statements and summaries are appropriate.

In the event a co-chair or member of the Committee is requested by the media to speak on behalf of the Committee, that member will notify the Administrator of Accreditation, when possible in advance, of the request. When speaking with the media, the Committee member must be careful to distinguish between official views or actions of the COA and members' personal views.

##### ***1102 GENERATION OF POSITIVE PUBLICITY THROUGH DISSEMINATION PRACTICES***

The Committee on Accreditation will take appropriate efforts to disseminate information about its work. Through the Administrator of Accreditation, the work of the COA will be disseminated using a variety of strategies that include, but are not limited to the following:

- Extensive use of the COA and accreditation pages on the Commission's website;
- Presentations at and participation in conferences of key constituency groups;
- Public Forums and Technical Assistance meetings designed for constituencies directly impacted by the Committee's work such as institutions of higher education, school districts, and county offices of education;
- Regular E-mails and correspondence to institutions directly impacted by the work of the Committee.
- Submission of articles and papers for publications in newsletters, journals, and other education related media.

**CHAPTER 12**  
**CONFLICT OF INTEREST, ETHICS**

<b>Section</b>	<b>Title</b>	<b>Page</b>
<b>1200</b>	<b>Conflict of Interest, Ethics</b>	
<b>1201</b>	<b>Recusal for Conflict of Interest</b>	
<b>1202</b>	<b>Other Ethical Considerations</b>	

## **CHAPTER 12**

### **CONFLICT OF INTEREST, ETHICS**

#### **1200 CONFLICTS OF INTEREST/ETHICS**

Members of the Committee are expected to operate in compliance with all state rules and regulations related to conflict of interest.

Beyond compliance with all state rules and regulations, the members of the Committee agree to the highest levels of ethical standards in carrying out their responsibilities on the Committee. In doing so, to the extent possible, the members of the Committee will act to not only avoid legally defined conflicts of interest but will also try to avoid the perception of conflict of interest.

#### **DETERMINING LEGAL CONFLICT OF INTEREST**

Members of the Committee must recuse themselves from decisions related to institutions in which they have a relationship that constitutes a legal conflict of interest as defined in state laws and regulations.

Examples of conflicts of interest in which members must recuse themselves include:

- a current employee of the institution
- a paid consultant or contractor for the institution.

#### **OTHER CONFLICT OF INTEREST CONSIDERATIONS**

In determining whether one should recuse himself or herself based on a *perceived* conflict of interest, Committee members should consider whether the relationship prevents he or she from rendering a fair, impartial, and professional judgment about the institution. Examples of possible conflicts of interest include:

- Former/current employee
- Applicant for a position
- Enrolled in one of the institution's credential programs
- Applicant for admission
- Enrollment/Completion of Baccalaureate program
- Committee members/participation in consortiums/professional partnerships
- Having jointly authored research or literature with personnel at the institution
- Friendships
- Role of Spouse/Significant Other/Family member

There is no legal imperative to recuse oneself for a possible perception of conflict of interest. The decision to do so rests entirely with the individual Committee member.

#### **1201 RECUSAL FOR CONFLICT OF INTEREST**

Members of the Committee will recuse themselves from participating in discussions, deliberations, and actions taken with respect to the accreditation of institutions when they determine that they have a conflict of interest with a particular institution.

In recusing oneself from the discussion and action, no reason must be stated.

If the recusal is for the accreditation of an institution, the Committee member will remove themselves from the table. The Committee member may remain in the room for the duration of the discussion and action.

If the recusal is for a program approval, the Committee member does not need to remove his or herself from the table. He or she may remain seated in his or her regular seat for the duration of the discussion and action.

#### *ADDRESSING THE COMMITTEE*

If the individual who has recused him or herself from the discussion wishes to address the Committee on the item from which he or she has recused, he or she must do so as a member of the public. The individual may not address the Committee on matters related to the institution until he or she has recused him or herself and is called upon as a member of the public by one of the Co-Chairs at the appropriate time.

### 1202 OTHER ETHICAL CONSIDERATIONS

#### *Bias in Accreditation*

Members of the Committee on Accreditation must be free from bias as it relates to types of institutions, delivery model, or mission of the institution.

#### *Use of External information to make Accreditation Decisions*

Members of the Committee on Accreditation must base their accreditation decisions on the information provided by the review team, team lead, and consultants. Information obtained from outside sources shall not be raised during the COA meeting in which deliberations are being conducted and decisions being made about the accreditation of the institution and should not be a factor in the decision making of Committee members.